



Example of Manager, Purchasing Job Description

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Our innovative and growing company is searching for experienced candidates for the position of manager, purchasing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for manager, purchasing

- Performing various reviews/audits at a supplier's facility
- Negotiating terms and conditions of purchase with the assistance of company counsel
- Coordinating the resolution of supplier issues
- Reviewing and understanding supplier generated program schedules, and expediting suppliers to ensure on-time delivery of hardware and other deliverables
- Completion of ad hoc reports for management
- Manage and participate in proposal efforts by obtaining subcontractor and supplier quotes and proposals which may include subcontractor costs and pricing data
- Act as primary contact for purchasing activities and issues
- Provide ongoing purchasing contract administration including revision management, warranty claim resolution, discrepancies settlement, as required during the life of the contract
- Primary contact with supplier
- Establish reliable request process and tracking system for all off-invoice supplier currencies

Qualifications for manager, purchasing

- BS in business or supply chain management or technical oriented field

- Must demonstrate maturity in dealing with conflict and have superior communication skills including listening, verbal and written
- BA/BS degree required in a related field or equivalent experience
- Minimum of BA/BS degree required in a related field or equivalent experience, with an MBA preferred
- Must possess at least 5 years purchasing and procurement experience and senior level management experience
- Must have strong senior management client engagement skills